



RESUMES

An introduction to resume preparation

What is a Resume?

A resume is a summary of your accomplishments, education, skills and experience. It is an advertisement that allows you to effectively market yourself.

Resumes are factual and written in clear, concise phrases rather than sentences. Generally resumes are one-two pages in length depending on your experience.

A resume is a living document – it will change over time. As you gain additional experience you will add new information and delete information that is not longer relevant.

Starting a resume early in your college career allows you to get in the practice of writing one, and will make composing a resume for your internship and professional job search much easier in a couple of years.

When will I use a Resume?

Even though you may not be graduating for a while, resumes are often needed when applying for:

- On-campus employment
- Volunteer work
- Summer and seasonal employment
- Job shadowing experiences
- Scholarships
- Internships
- Professional positions
- Graduate School



TIPS for Formatting your Resume

- Open a new Word document
- Set your margins to .05" – 1" margins (left, right, top and bottom).
- Set your line spacing to single.
- Select one font style with clear distinct characters such as Arial, Helvetica, or Times New Roman.
- Use 10-12 point font for body text and 12-14 point for name and section headings.
- Use underline, **boldface**, and *italics* sparingly to add emphasis to key points.
- Use black text only. Avoid using graphics or pictures.
- Indent body text under section headings. Avoid using multiple indentations.
- Keep document to two pages or less.
- If you have a second page, put your name and page 2 at the top of the second page.
- Print on a light color paper (white, ivory or gray)
- Print on one side only (not back-to-back).

Have your resume reviewed by the Career Development Center staff.

(Name)

(Address)

(E-Mail) (Phone)

Objective:

Education:

_____, Kutztown University of Pennsylvania Kutztown, PA
(List degree: B.S., B.A., B.S.Ed., B.S.B.A., or B.F.A.)
Major: _____
Minor: _____ (Month and year of graduation)
GPA: _____
(if over a 3.0)

Skills:

Make this section count! Do not just list descriptive words. Choose special qualifications or skills related to your career objective. (languages spoken, computer knowledge, communication skills)

Internship Experience:

The internships/related experiences are the most vital part of your resume and career development as an undergraduate. Plan to do at least one internship before graduation!

(Company name) (City, ST)

(Job title) (Dates)
• _____
(Description of duties, start each bullet with an action verb)
• _____
• _____

Related Experience:

(Company name) (City, ST)

(Job title) (Dates)
• _____
(Description of duties, start each bullet with an action verb)
• _____
• _____

(Name)

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Work Experience:

(Company name)

(City, ST)

(Job title)

(Dates)

- _____
(Description of job duties, start each bullet with an action verb)
- _____
- _____

Research Experience:

(Title of research project)

(Dates)

(University or organization sponsoring the research)

(Faculty Advisor or Research Supervisor)

(Description of project)

Awards/ Honors:

(Example: Dean's List, Honor Society, nominations count as well!)

(Dates)

Professional Development:

(Example: conferences attended, membership in a professional organization)

(Dates)

Campus Involvement/Leadership:

(Example: campus clubs or organizations, athletic teams)

(Dates)

Volunteer Experience:

(Should be related and current -> need to replace old high school exp. with new college exp.)

(Dates)

References:

Available Upon Request

Rory Callow

11 Blue Hill Road
Kingston, PA 19089

610-555-1212
rcallXXX@live.kutztown.edu

Objective

A summer position in community recreation or sports-related field

Sample Resume

There are many resume styles from which to choose. This is just one example. For more download the CDC Resume, Cover Letter and Correspondence Guidebook available at <http://careers.kutztown.edu>.

Qualifications

- Excellent communication and interpersonal skills
- Experience providing outstanding customer service
- Proficiency in Spanish through the intermediate level
- Strong computer and data entry skills
- Creative, personable, and dependable

Education

B.S. Kutztown University of Pennsylvania 2014
Major: Leisure and Sport Studies
Minor: Speech Communications

Honors

President's Scholarship, Kutztown University 2011-2012
Eagle Scout, Troop XXX, Kingston, PA 2011

Related Experience

Head Life Guard, Hillcrest Swim Club, Kingston, PA Summer 2011
Life Guard Summers 2009 and 2010

Insured the safety of patrons, enforced all rules and regulations, coordinated emergency procedures, provided first aid in emergency situations, maintained positive relationships and rapport with patrons, and performed general maintenance.

Equipment Attendant, Kingston Recreation Center, Kingston, PA 2008-2010
Welcomed, greeted and provided assistance to facility users, issued sports equipment to patrons, set-up courts for sports activities and took reservations for court space.

Volunteer Experience

Volunteer, Special Olympics, Kingston, PA 2008-2011
Assisted athletes participating in track and field events.

Campus Involvement

Leisure and Sports Studies Club 2011
Deatrick Hall Council 2011
Men's Lacrosse Club 2011

References

Available upon request.